

# Randolph County Job Vacancies

\*\*\*\*\* EOE/E-Verify \*\*\*\*\*

Revised 07/05/2019 @ 3:30pm

~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

All applications must be received in the Human Resources Office by 5pm on the closing date listed

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
Veterans Services	Assistant Veteran Service Officer (1) Full Time (1) Part-Time  <b>Must indicate on application which position</b>	Responsibilities involving the coordination of benefits and other related services for eligible veterans and their dependents and as legal representative/Power of Attorney on their behalf before US Department of Veterans Affairs. Serves as an advocate for veterans in order to maximize services and benefits for eligible veterans and their families in a designated geographical area. Serves as a liaison for the Department to other federal and state agencies in matters related to veterans services and benefits. Give presentations at civic functions. Develops, maintains, and coordinates comprehensive veterans outreach and public information programs. Will conduct one-on-one interviews with claimants and prepare written statements on the behalf of the claimants. Analyze and interpret financial statements and legal documents, complex due process codes of Federal regulations and laws. Write well-grounded formal claims to the US Department of Veterans Affairs. Investigate, troubleshoot and expedite claims when necessary. Track and manage cases daily.	High School diploma or GED and one to three years' experience working in a veteran's service position, working in the armed services, social work or equivalent combination of education and experience.	Possession of a valid North Carolina driver license upon hire. Obtain North Carolina Division of Veteran Affairs Accreditation within one year of employment. Obtain American Legion Accreditation within one year of employment. Complete Training, Responsibility, Involvement, and Preparation of Claim (TRIP) Training within one year of employment. Complete initial VA Privacy and Information Security Awareness Course within one year of employment.	Based on experience	07/05/2019 Thru 07/12/2019
Social Services	Social Worker III Supervisor – Child Welfare	Supervision of a staff of social workers that provide direct and/or indirect services to clients. Work supervised is predominantly at the level of Social Worker III. Assigns cases to subordinates, coordinate work flow operations, and supervise staff through case review and consultation which requires the provision of substantial and recurring technical direction. Responsible for staff training, resolving problems and ensuring that quality services are provided. Reviews program objectives and service delivery needs with staff and formulates specific goals and objectives for the assigned program area. Assign cases to staff and maintains workload balance. Makes changes in work procedures to meet program demands. Ensures that policies, rules and regulations are followed. Monitors the work of subordinate staff through case review, progress reports, conferences and informal discussions to assure compliance with operational standards and established policies.	Master's degree from an accredited school of social work and two years of social work or counseling experience; or a bachelor's degree from an accredited school of social work and three years of social work or counseling experience; or a master's degree in a counseling field and three years of social work or counseling experience; or four-year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of social work or counseling; or graduation from a four-year college or university and five years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language.  <b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	07/05/2019 Thru 07/12/2019
Social Services	Social Worker III – In-Home Services	CPS In-Home Services are legally mandated and begin at the conclusion of the CPS Assessment, where all of the information gathered during the fact-finding process shall be incorporated into one case decision and one Report to Central Registry and a decision has been made to substantiate abuse, neglect, and/or dependency or there is a finding of services needed. The In-Home Social Worker provides, arranges for, and coordinates interventions and services as needed that focus on child safety and protection, family preservation, and the prevention of further abuse or neglect. Performs related duties as required.	Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience.  Social Worker I and Social Worker II may be considered. Minimum Training and Experience: 4 year Human Services degree required.	Requires valid N.C. driver's license, good driving record and transportation for use at work. On call and immediate response duties required. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language.  <b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	05/24/19 Thru <i>Open until filled</i>

Social Services	Social Worker I/A/T	In North Carolina, Child Protective Services (CPS) are conducted by local county government in a Department of Social Services. CPS social workers are responsible for accessing, identifying and documenting abuse, neglect, and dependency cases and finding the appropriate services to enhance child welfare. CPS social workers must be able to identify immediate threats made to a child and provide arrangements that comply with state and federal laws and agency procedures and conduct social work activities under detailed guidelines and strict timeframes. Performs related duties as required.	MSW-Child Welfare Collaborative; or MSW plus one year directly related experience; or BSW-Child Welfare Collaborative plus one year directly related experience; or BSW plus two years directly related experience; or an equivalent combination of education and experience.  Social Worker I, II, & III may be considered. Minimum Training and Experience: 4-year degree from an accredited college or university.	Requires valid N.C. driver's license, good driving record and transportation for use at work. On call and immediate response duties required. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language.  <b><u>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</u></b>	Based on experience	05/24/19 Thru <i>Open until filled</i>
Public Health	Dentist	Responsible for examining and determining need for dental treatment of patients in Health Department Clinic. Employees treat patients by performing work required to establish and maintain good dental health of patient. Employees plan and conduct dental health education and clinical treatment programs and serve as consultants. Work includes promotion of dental health through educational and informational media; participate in dental screenings of school age children and promote dental health programs in public schools. Work requires independent professional responsibility and is performed under the administrative supervision of the Health Director. Performs related duties as required.	Requires DMD or DDS degree from an accredited university and license to practice dentistry in North Carolina. One year of experience preferred.	This position is Monday – Thursday from 8:00 – 5:00pm; occasional after 5pm hours.  <b><u>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</u></b>	Based on experience	04/12/19 Thru <i>Open until filled</i>

RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, [www.RandolphCountyNC.gov](http://www.RandolphCountyNC.gov). A Randolph County application is required and must be received in the County Human Resources Office at 725 McDowell Road, Asheboro, NC 27205 by 5pm on the closing date listed in order to be considered. For specific inquiry or special assistance request, contact Annette Cagle at (336)318-6600. SELECTION PROCESS: Selection procedures will include detailed review of applications, interviews, and reference checks on the top candidate(s). Employment offer for any position requiring college credit or degree will be contingent upon verification by official transcript. Employment offer contingent upon satisfactory results of pre-employment drug screening and criminal background checks.

---

07/05/19